



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 7510.3B
15A
27 APR 1995

DEPOT ORDER 7510.3B w/ ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MARINE CORPS RECRUIT
DEPOT (MCRD) ^{WRR} SAN DIEGO HOTLINE

Ref: (a) SECNAVINST 5370.5A (NOTAL)
(b) DepO 7510.4A

Encl: (1) MCRD ^{WRR} Hotline Recorder Message
(2) MCRD ^{WRR} Telephone Hotline Complaint Form
(3) MCRD ^{WRR} Hotline Completion Report
(4) MCRD ^{WRR} Hotline Flyer

1. Purpose. To establish policies and procedures set forth by reference (a) for the oversight, coordination, and operation of the MCRD ^{WRR} San Diego Hotline Program.

2. Cancellation. DepO 7510.3A

3. Information. The MCRD ^{WRR} San Diego Hotline is a corrective mechanism to be used to combat fraud, waste, abuse, and mismanagement of financial and resource management matters as defined in reference (b). The Hotline is a means by which individuals (both military and civilian) can report suspected cases of improprieties to officials without fear of retribution. The Hotline may also be used to report abuses of authority and other improprieties which do not involve fraud.

4. Policy. Depot resources will be effectively and efficiently managed. The Commanding General is totally committed to maximizing integrity and efficiency in Depot programs and operations and will provide the necessary support to assure that these objectives are accomplished.

a. Instances of suspected fraud, waste, abuse, or mismanagement of financial/resource matters may be reported in either of the following manners:

(1) By calling the MCRD Hotline at ⁶¹⁹⁻⁵²⁴⁻⁸⁸²⁶ ~~524-1268, Ext. 1376~~. See enclosure (1) for ~~an example of the MCRD Hotline recorder voice mail message.~~ a TEXT OF the ^{greeting.}

(2) By writing to the MCRD ^{WRR} Hotline, Inspector Division, Marine Corps Recruit Depot, San Diego, CA 92140-5000.

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b. Information received will remain confidential. Complainants may remain anonymous, but are encouraged to provide their identity so that additional information may be obtained if needed. If known, complainants will be notified of the findings and corrective action of the allegation.

c. Officials involved in the investigation of hotline cases will protect the complainant's identity, if known or suspected, to the maximum extent possible. This is to prevent any reprisal of harassment of the complainant.

d. The following information is requested from persons initiating Hotline complaints:

(1) Identify the allegation and the reason why it is considered to be a case of fraud, waste, abuse, or mismanagement.

(2) The original source of the information (i.e., another person, personal observation, etc.)

(3) When the incident occurred or if the incident is an ongoing problem, the length of time the operation has been in effect (i.e., last Tuesday at 1600, or continuous/on-going for stated time, etc.).

(4) The applicable organization and location where the incident/operation occurred.

(5) What organization or individual(s) is/are believed to be involved.

(6) Identification of the complainant (name, unit, phone number) is not a requirement; however, if given, it may provide a means of obtaining additional information if needed.

5. Action

a. Depot Inspector

chl (1) Responsible for the overall operation of the MCRD/San Diego Hotline. WRR

chl (2) Assign a Hotline control number to each complaint. The control number will be the date that the complaint is received. Maintain a written record of each complaint. When a complaint is received telephonically, the MCRD/telephone Hotline complaint form will be used (enclosure (2)). WRR

(3) Request the appropriate commander or staff officer examine the complaint.

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(4) Maintain a file on each Hotline complaint for two years from the date the complaint is closed.

b. Commanders/Staff Officers

(1) When requested, submit a Hotline Completion Report, in the format of enclosure (3), to the Depot Inspector within 30 days.

(2) When appropriate, take corrective action on Hotline Completion reports.

(3) Prominently display enclosure (4) on all unit and departmental bulletin boards.



E. L. GOBELI
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 7510.3B ch 1
15A

12 DEC 1985

DEPOT ORDER 7510.3B ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR THE MARINE CORPS RECRUIT
DEPOT/WESTERN RECRUITING REGION (MCRD/WRR) HOTLINE

Encl: (1) MCRD/WRR Hotline Flyer

1. Purpose. To transmit a new page insert and direct pen changes to the basic order.

2. Action

✓ a. Remove enclosure (4) of the basic order and replace with the corresponding enclosure contained herein.

✓ b. Change paragraph 4.a.(1) to read, "By calling the MCRD/WRR hotline at (619) 524-8826. See enclosure (1) for a text of the Hotline voicemail greeting."

✓ c. Change "MCRD" to "MCRD/WRR" everywhere it appears throughout the order.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.


J. M. GUERIN
Chief of Staff

DISTRIBUTION: A

27 APR 1995

ch!
ch!
MCRD/^{WRR} HOTLINE RECORDER MESSAGE

ch!
You have reached the MCRD/^{WRR} Fraud, Waste, and Abuse Hotline.
Please leave a message regarding the nature of the complaint to include all pertinent details such as Who, What, When, Where, Why, and How. You may remain anonymous; however, we encourage you to leave your name and phone number in the event that additional information is needed. Thank you for your efforts to eliminate Fraud, Waste, and Abuse.

ENCLOSURE (1)

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MCRD ^{WRR} TELEPHONE HOTLINE COMPLAINT FORM

Hotline control number (Date complaint received): _____

Name of complainant and telephone number (If known):

Nature of allegation (Who, what, when, where, why, how):

Signature

ENCLOSURE (2)

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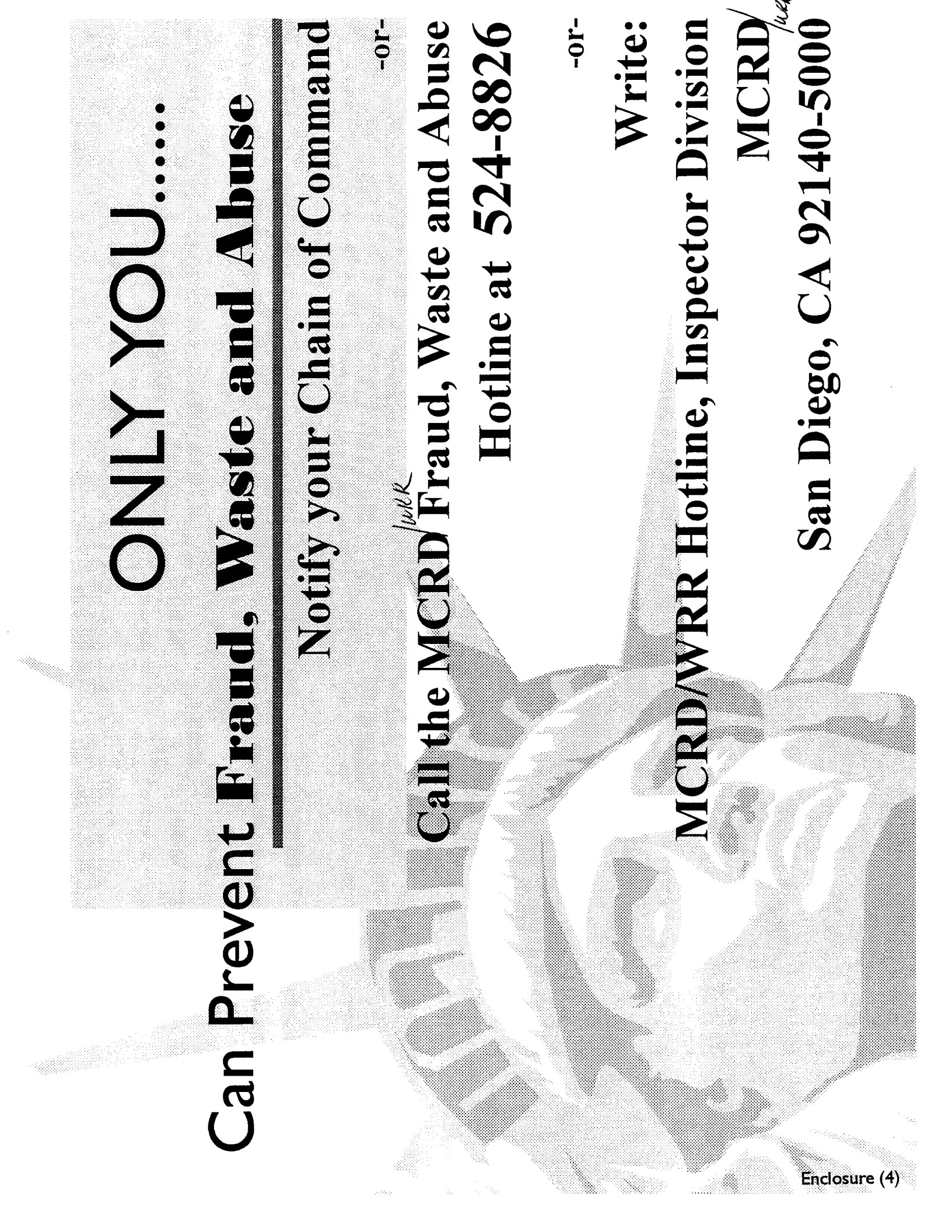
MCRD HOTLINE COMPLETION REPORT

The Hotline Completion Report will be submitted to the Depot Inspector in letter format to include the following information:

1. Name/Rank/Position/Organization/Telephone number of official conducting the inquiry.
2. Hotline control number.
3. Scope of inquiry, findings, opinions, and recommendations.
4. Action taken, if any.

Note: Should the inquiry reveal evidence of a criminal nature, stop the inquiry and promptly report the details to the Depot Inspector so that the matter may be referred to the proper authorities.

ENCLOSURE (3)



ONLY YOU.....

Can Prevent Fraud, Waste and Abuse

Notify your Chain of Command

-or-

**Call the MCRD^{WRR} Fraud, Waste and Abuse
Hotline at 524-8826**

-or-

Write:

MCRD/WRR Hotline, Inspector Division

MCRD^{WRR}

San Diego, CA 92140-5000

